



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Administrative Hearing Records

CUTOFF: Resolution or dismissal

DESCRIPTION: Records related to arbitration, equal employment opportunity complaints, administrative hearings, and resolution of complaints. Copies. Originals retained by Administrative Hearing Commission.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21595

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Agency Counsel Legal Opinions

CUTOFF: EOSFY in which opinion is rendered

DESCRIPTION: Documentation of agency's role in the process to develop, request, respond to, or present opinions on legal matters directly related to agency programs or functions generated by in-house counsel or retained legal counsel.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 21588

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Attorney General Legal Opinions

CUTOFF: Completion of incident or trial related to opinions

DESCRIPTION: Legal opinion prepared by the Attorney General of Missouri for other state agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Agency Copy. Originals are transferred to the Missouri State Archives.

DISPOSITION ACTION: Destroy

SERIES: 21587

SERIES STATUS: Approved

APPROVAL DATE: 7/20/2021



Agency Records Disposition Schedule

Department: General Retention Schedule

Section:

Division: Legal

Sub-Section:

TITLE: Bids or Proposals - Awarded

CUTOFF: Completion of contract

DESCRIPTION: Records related to contracted proposals for state- or federally-funded projects or purchases. Records kept per 2 CFR 200.333 and 34.120 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES: For grant-related records, see series 21559 or 21560.

DISPOSITION ACTION: Destroy

SERIES: 21592

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Bids or Proposals - Not Awarded

CUTOFF: EOSFY in which contract is awarded

DESCRIPTION: Records related to contractors' rejected proposals for state- or federally-funded projects or purchases. Records kept per 2 CFR 200.333 and 34.120 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: For grant-related records, see series 23998 or 23999.

DISPOSITION ACTION: Destroy

SERIES: 21593

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016

TITLE: Contracts - Financial

CUTOFF: Completion of contract

DESCRIPTION: Written obligations agreed to by the state and involves money, real estate, or deeds, per RSMo 516.110.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21590

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



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Section:

Division: Legal

Sub-Section:

TITLE: Contracts - Non-financial		CUTOFF: Completion of contract	
DESCRIPTION: Written obligations agreed to by the state that are not covered under RSMo 516.110. The specified retention period is based on RSMo 516.120.		RETENTION: Years: 5 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 21591	SERIES STATUS: Approved	APPROVAL DATE:	8/2/2007
TITLE: Labor Relations Files		CUTOFF: EOY	
DESCRIPTION: Correspondence and supporting documentation referencing historical issues involving investigations and determinations between labor organizations and state agencies. Records are used for research and to create proposals that are written per Sections 105.510 through 105.520 RSMo., Article 1 Section 29 of the Missouri State Constitution, and Governor's Executive Order 01-09.		RETENTION: Years: 50 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives	
SERIES: 24068	SERIES STATUS: Approved	APPROVAL DATE:	6/9/2015
TITLE: Legal Files		CUTOFF: EOSFY in which resolved or adjudicated	
DESCRIPTION: Documentation arising through the preparation, litigation, and settlement of legal cases or other legal proceedings closed on or before June 30, 2016. Records maintained pursuant to Missouri Supreme Court Rule 4-1.22.		RETENTION: Years: 10 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES: 21589	SERIES STATUS: Approved	APPROVAL DATE:	1/6/2021



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Division: Legal

Sub-Section:

TITLE: Legal Precedent and Consent Decree Records

CUTOFF: Close of case

DESCRIPTION: Records of court cases in which the ruling has set a legal precedent or consent decree for an agency thereby affecting the agency's organization, programs, policies, or procedures. Records include, but are not limited to, compliance reports, committee recommendations, corrective action plans, training materials, incident reports, monitoring reports, and related documentation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 24530

SERIES STATUS: Approved

APPROVAL DATE: 5/13/2019

TITLE: Memoranda of Understanding or Agreement

CUTOFF: Expiration of memorandum of understanding or agreement

DESCRIPTION: Legal documents representing understandings between different offices of state government with other state offices, federal offices, or other entities.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21594

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007
